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Plenum Management for Physical Properties Laboratory

1. As Is Samples

- a. Check samples against request list.
- b. One sample at a time, open the container to remove cigarettes and bar code for permeability and place in aluminum container. Place two extra cigarettes in the aluminum container to allow for damaged paper. Replace container lid.
- c. Repeat step 1.b until all permeability samples are obtained.
- d. Deliver permeability samples to the permeability station.
- e. Deliver the remaining samples to the appropriate [RTD, Circumference, or Cigarette Length] station.

2. Equilibrated Samples

- a. Determine which requests are available for testing from the plenum management program.
- b. Sort bar codes by sample. Make certain that the bar codes are not mixed.
- c. Determine tray location from the cqs system. Record the location on the top bar code card.
- d. Place bar codes and sample containers on a cart, and position the cart in front of the plenum tray.
- e. Check the plenum tray label to ensure that you have the correct sample.

**NOTE: Never leave the bar code in the plenum tray during equilibration.
The sample cannot be found or tested without the barcode.**

- f. Take one plenum tray at a time from the plenum.
- g. Pull samples for all tests indicated by the bar codes.
- h. If the plenum tray needs to be sent to Firmness, write the plenum location on the tray's barcode label to ensure that it will be returned to the correct location.
- i. Put the sample containers to the side, and put the plenum tray back into its slot in the plenum.
- j. Repeat steps 2.e - 2.h for the remaining bar codes.

- k. Deliver the sample containers to the appropriate test stations.

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